

ARCHIVES AND USERS: TOWARD THE YEAR 2000

Program of the

Mid-Atlantic Regional Archives

Conference

Spring 1983 Meeting

Thursday, May 19-Saturday, May 21, 1983

Hyatt Regency

New Brunswick, New Jersey

Cosponsors

New Jersey Historical Commission

Rutgers, the State University

Local Arrangements Committee

Ronald Becker, Rutgers University, Chairperson
Toby Appel, The Thomas Edison Papers
Elsalyn P. Drucker, Ann May School of Nursing
Laura Grotzinger, New Jersey Bureau of Records Management Services
Carl A. Lane, The New Jersey Historical Society
Maxine Lurie, Rutgers University
Richard Waldron, New Jersey Historical Commission
Peter Wosh, Seton Hall University

Program Committee

Ruth Simmons, Rutgers University, Chairperson
Clark L. Beck, Rutgers University
Jacqueline Goggin, Library of Congress
Donald Harrison, National Archives
Gregory Hunter, United Negro College Fund
Margaret Jerrido, Medical College of Pennsylvania
Adele Lerner, New York Hospital, Cornell Medical Center
Robert C. Morris, Schomburg Center, New York Public Library
Janice L. Painter, New Jersey Bureau of Records Management Services
Robert Sink, New York Public Library
Paul A. Stellhorn, New Jersey Committee for the Humanities

PROGRAM

Thursday, May 19

1-7 p.m. Registration desk and hospitality table open

2-4 p.m. Tours and demonstration of the Rutgers University Library Annex

the Thomas A. Edison Papers editorial project and computer operations at

Rutgers and the New Jersey State Records Center in Ewing, New Jersey.

the second largest largest state storage center in the country. The

building houses the state's consolidated microfilm unit with one of the most

Exhibitors

modern and sophisticated microfilm units on the East Coast.

The Conservation Consortium

Conservation Resources International

Information Conservation, Inc.

New Jersey Committee for the Humanities

New Jersey Historical Commission

Pohlig Brothers, Inc.

Universal Microfilm Corporation

Friday, May 20

8:30 a.m. Running tour of New Brunswick, Rutgers University and surrounding

areas. Each morning's tour (Friday and Saturday) will leave from the hotel.

lobby and will cover 7-8 miles at the pace of the slowest runner.

9:00 Registration, membership and exhibit tables open.

9:00 Colloquium/Workshop hour

Spring 1982 Program Theme

ARCHIVES AND USERS TOWARD THE YEAR 2000

The annual theme of the Spring '82 Meeting concerns ways in which understanding

the needs of those who use archives should affect how we administer archives. A majority

of the sessions explore the theme. In addition, sessions and workshops cover the full

range of archival functions for the new millennium: the specialist, the cost

conscious, and the automation devotee.

PROGRAM

Thursday, May 19

- 1-7 p.m.** Registration desk and hospitality suite open.
- 2-4 p.m.** Tours and demonstration of the Rutgers University Library Annex; the Thomas A. Edison Papers editorial project and computer operations at Rutgers; and the New Jersey State Records Center in Ewing, New Jersey, the second largest largest state records storage center in the country. The building houses the state's consolidated microfilm unit with one of the most modern and sophisticated film-processing labs on the East Coast.
- 6:00** Steering Committee Meeting (Hospitality Suite).
- 7:00** Dinner sponsored by MARAC New Jersey State Caucus in honor of Donald A. Sinclair, Curator of Special Collections, Rutgers University, recently retired after serving nearly 40 years (Regency E and F).
- 9:00** Hospitality room open.

Friday, May 20

- 6:30 a.m.** Running tour of New Brunswick, Rutgers University and surrounding areas. Each morning's tour (Friday and Saturday) will leave from the hotel lobby and will cover 2-3 miles at the pace of the slowest runner.
- 8:00** Registration, membership and exhibit tables open.
- 8:00** Coffee/tea/biscuit hour

Spring 1983 Program Theme**ARCHIVES AND USERS: TOWARD THE YEAR 2000**

The central theme of the Spring '83 Meeting concerns ways in which understanding the needs of those who use archives should affect how we administer archives. A majority of the sessions explores the theme. In addition, sessions and workshops cover the full range of archival functions for the new archivist/curator, the specialist, the cost conscious, and the automation devotee.

9:00

1. Plenary: The User Community and Its Impact on Archival Administration (Regency A and B)

Archivists are good at listening to records. Based on what they say, we appraise them; based on their silent speech, we describe them. But how do we listen to our users? Do we hear what questions they ask and, hearing, do we apply this knowledge for our archival administration? In this session a researcher describes her experiences in using records, and an archivist ponders the nexus between the needs of users and the needs of archivists. Listening carefully, session participants may find themselves led to re-examine the skills involved in user service statesmanship.

Introduction: Hendrik Edelman, Rutgers University Libraries
Trudy H. Peterson, National Archives and Records Service
Marcia G. Synnott, University of South Carolina

10:30

2. Appraisal: The Role of Creators and Users (Conference B and C)

Is there a role for the records center, the subject specialist and the researcher in the process of appraisal? This question and its implication will be discussed in general and in relation to recent studies of specific records.

Chair/Commentator: Thomas E. Mills, New York State Archives
Joan N. Warnow, American Institute of Physics
Gary D. Saretsky, Educational Testing Service
Michael Goldman, National Archives and Records Service

3. User Demography: What's the Use? (Douglass/Kilmer)

Who are our users and what do they use? This session explores patterns of use, and the difference between the type of patron we think we have, we would like to have, and we actually have.

Chair/Commentator: John A. Fleckner, Smithsonian Institution
Edward C. Oetting, State University of New York at Albany
Charles F. Cummings, Newark Public Library

4. Description for the User: The Scope and Content of the Problem (Conference A)

This session will address user considerations in the improvement of finding aids. The first speaker will discuss subject access to the records in the New York State Archives; the second speaker will describe the influence improved finding aids have on reference service.

Chair/Commentator: Elsie T. Freeman, National Archives and Records Service
Kathleen D. Roe, New York State Archives
James W. Oberly, College of William and Mary

5. Barriers to Access: Conscious, Unconscious, and Conscientious (Garden State B)

Archivists agree that their mission is to provide access to historical records. Archivists, however, sometimes intentionally or unintentionally prevent or hinder use of their holdings. This session will explain the problems that can arise when archivists erect barriers to protect the record, to shield the repository, to protect the privacy rights of individuals or when archivists own unexamined assumptions create barriers.

Chair/Commentator: William Joyce, New York Public Library
 Peter J. Parker, Historical Society of Pennsylvania
 Eva S. Moseley, Schlesinger Library, Radcliffe College
 Leonard Rapport, National Archives and Records Service

12:15 p.m. Luncheon (Regency D and E)

John A. Lynch, Mayor of New Brunswick
 Edward J. Bloustein, President of Rutgers University

2:00

6. Basic Workshop: Appraisal and Accessioning (Conference A)

This is one of four workshops on basic archival skills intended for beginners in the profession. Each workshop will include both theory and practice (case studies and hands-on exercises) and will discuss both archives and manuscript collections. (See also sessions 11, 16, 20.)

Gregory S. Hunter, United Negro College Fund, Inc.

7. Published Finding Aids: The User's Perspective (Conference B and C)

How successful are we in disseminating information about archival holdings to the diverse audience of potential researchers? Based on their own experiences, four researchers will evaluate four published finding aids. They will highlight those features that make a guide useful, suggest improvements, and comment on effective strategies for publicizing a guide.

Chair/Commentator: David Brumberg, Cornell University
 Selma Berrol, Baruch College, City University of New York
 Joshua Brown, Graduate Center, City University of New York
 Peter O. Wacker, Rutgers University
 Barbara Tucker, Rutgers University

8. The Lone Arranger: Life in the Single-Person Repository (Douglass/Kilmer)

Archivists who work alone in small repositories face a range of problems not shared by their colleagues in larger archives. This session will address problems of defining programs, managing time, providing service, processing collections, utilizing volunteers, and establishing an outreach program.

Brother Denis Sennett, Friars of the Attonement, Graymoor

9. The Use of Genealogical Resources: Who's Guilty of Type-Casting? (Forum C and D)

Archivists and genealogical researchers often have difficulty relating to one another. A certified genealogist will present a historical perspective of the study of genealogy, and the librarian of a major historical society will emphasize the increasing importance social historians and like researchers are attaching to genealogical collections.

Chair/Commentator: Clark L. Beck, Rutgers University
Barbara S. Irwin, The New Jersey Historical Society
Harriet Stryker-Rodda, Certified Genealogist

10. Put Your Money Where Your Mouth Is: The Future of Archival Oral History Projects (Garden State B)

The session will focus on the future of such archival projects in the next decade in the face of new technology and restricted budgets. Special emphasis will be given to the use of oral history collections by the researcher (a heretofore neglected area of concern).

Chair: Howard L. Green, New Jersey Historical Commission
Claudette John, Insurance Company of North America
Elizabeth Mason, Oral History Research Office, Columbia University
Donald Ritchie, U.S. Senate Historical Office

3:30 MARAC State Caucus Meetings

Delaware: Forum C and D	New York: Conference A
District of Columbia: Conference C	Pennsylvania: Conference B
Maryland: Garden State B	Virginia: Douglass/Kilmer
New Jersey: Hospitality Suite	West Virginia: Forum A and B

4:15 New Member Orientation and Welcome (Garden State B)

An opportunity to learn more about MARAC and meet other new members.

Arthur J. Breton, Outgoing Chairperson, Steering Committee
Bruce Ambacher, Incoming Chairperson, Steering Committee
Other officers

5:00 Concurrent wine/cheese receptions at the newly-renovated New Jersey Room, Alexander Library, Rutgers University (home of the Department of Special Collections and Archives) and at the 18th-century Buccleuch Mansion

8:00 Hospitality suite open

Saturday, May 21

6:30 a.m. Running tour

8:00 Registration, membership, and exhibit tables open

8:30 Hyatt Buffet Breakfast followed by MARAC business meeting (Regency E and F)

10:15

11. Basic Workshop: Arrangement and Description (Conference A)

As part of MARAC's basic workshop series, this session seeks to teach the basic concepts of the arrangement and description of archives and manuscripts. The workshop is designed for archivists with no prior formal training in the subject.

Susan Davis, New York Public Library

12. Appraisal of Machine-Readable Records: A Workshop (Conference B)

Applying procedures used at the National Archives, this workshop will address questions involved in the appraisal of machine-readable records. The workshop will include a comparison of the technical documentation of the records with the records themselves, and a discussion of the research value of machine-readable data. The workshop assumes no knowledge of computers or automated records, and all concepts and terminology will be explained in a non-technical manner. **(Preregistration required.)**

National Archives and Records Service Staff

13. Insuring Our Collections: Are We in Good Hands? (Conference C)

Exploring the issues involved in insuring archival collections, this session examines the advantages and disadvantages, the criteria used, and the types of insurance available, and how to prepare a policy to suit your needs.

Chair: Claire Collier, Rockefeller Archives Center
Jack Perkins, Corroon & Black of Massachusetts
David T. McDonald, Ford Foundation

14. Improving Public Service: The Archivist as Educator (Regency A)

The quality of the interaction between archivists and researchers determines our success in matching researcher needs with archival resources. The first paper argues that archivists must assume an educating role in order to facilitate the researcher's use of the holdings. The second paper, describing an efficient reference process, stresses reference interview techniques and other ways to share knowledge about archival materials.

Chair/Commentator: Mary Boone Bowling, Columbia University
David Carr, Rutgers University
Marianne Roos, Library of Congress

15. Data Bases: Designing for the User (2 hours; Garden State B and C)

The participants will discuss the designs of automated finding aids in final preparation or in use today. These include the MARC for Manuscripts format, the SPINDEX program package and the RLIN networking experiment. The comparisons stress the relative merits from a user's perspective: ease of retrieval, universality, on-line mode and cross-institutional descriptions.

Chair/Commentator: Frank G. Burke, National Historical Publications and Records Commission

Janice L. Painter, New Jersey Bureau of Records Management Services

John D. Knowlton, Library of Congress

11:30

16. Basic Workshop: Reference (Conference A)

As a part of MARAC's basic workshop series, this session seeks to teach the basic concepts of reference service and how users gain access in archival institutions. No prior formal training is assumed.

Thomas C. Battle, Howard University

17. Storage Facilities: Off-Site, But Not Out of Mind (Conference B)

This session will address consideration for planning and using an off-site facility for storing archival and library materials. For those not able to use in-house facilities, a representative from a commercial storage facility will discuss how to utilize a service bureau's off-site storage facility.

Chair: Genna Rae McNeil, New York Public Library
William C. Wright, New Jersey Bureau of Record Management Services

Terry Martin, General Services Administration
Ronald Cohen, Records Management Associates, Inc.

18. Comparative Costs: How Many Bucks Per Box? (Regency A)

Although arrangement and description are at the heart of archival activity, few of us have looked carefully at the costs of processing our materials and preparing finding aids. Two archivists, one from a large federal repository and the other from a small private repository, will analyze their costs and the efficiency of their differing institutional approaches. Two commentators will address the need for standard reporting measurements and the usefulness of comparable statistics in evaluating grant applications.

Chair/Commentator: Edie Hedlin, National Historical Publications and Records Commission

Gregory Bradsher, National Archives and Records Services
Barbara Hearn, Winterthur Museum

Commentator: JoAnn Williamson, National Archives and Records Service

19. 18th and Early 19th Century Account Books (Conference C)

This session concerns the prevailing system of bookkeeping in the colonies and early Republic, various kinds of account books and their place in this system, and proper description of this type of record. Persons attending should be able to go back to their repositories and easily identify the majority of account books in their collection. This is not a program on bookkeeping.

Arthur J. Breton, Archives of American Art

12:30 p.m. Lunch on own

1:00 Tour and demonstration of the Thomas A. Edison Papers editorial project and computer operations at Rutgers University.

2:15

20. Basic Workshop: Conservation (Conference C)

As part of MARAC's basic workshop series, this session seeks to teach the basic concepts of conserving archives and manuscripts. All media will be discussed, but paper will be emphasized. No prior formal training is assumed.

Mary Boccaccio, State University of New York at Stony Brook
Julia T. Henley, W.J. Barrow Restoration Shop, Inc.

21. Using National Information Systems: Implications for Archival Description (Regency A)

The Society of American Archivists' National Information Systems Task Force has recently completed its work. Two of its members will discuss the potential of a national information system for researchers and for archivists.

Chair: Virginia C. Purdy, National Archives and Records Service
David Bearman, Smithsonian Institution
Nancy Sahli, National Historical Publications and Records Commission

22. Outreach: Attracting New Users (Conference B)

Outreach programs directed at potential users in academic institutions and the general public will be discussed. Included are assessments of programs to encourage undergraduate use of the collections, to study urban public history, and to involve the more traditional scholarly community.

Chair/Commentator: Roland M. Baumann, Pennsylvania Historical and Museum Commission
Carl A. Lane, The New Jersey Historical Society
David Ment, Teachers College, Columbia University

23. Appraisal of Machine-Readable Records: A Workshop (Preregistration required; (Conference A)

(See session 12 description)

Outreach Fair: Attracting New Users

A display of exhibits, slides, brochures, catalogs, guides and newsletters arranged by Margaret Jerrido, Medical College of Pennsylvania.

Finding Aids Fair: Computer Fare

A display of computer-generated finding aids, arranged by Elaine Engst, Cornell University, and Marjorie Li, Rutgers University.